

Project SERV

Final Report



Fiscal Year 2002

Application Project Period: September 11, 2001 – August 31, 2002

Final Report Due No Later Than: December 13, 2002

Submit one copy to:

Office of Grants Management and Development



NEW JERSEY DEPARTMENT OF EDUCATION
PO Box 500
Trenton, New Jersey 08625-0500

<http://www.state.nj.us/education>
(Select Grants; Select Entitlement Grants)

Fax: 609-777-1051

DIRECTIONS FOR COMPLETING FINAL REPORT

**ALL FINAL REPORTS MUST BE SUBMITTED TO THE NEW JERSEY DEPARTMENT OF EDUCATION
OFFICE OF GRANTS MANAGEMENT AND DEVELOPMENT NO LATER THAN December 13, 2002.**

Note: *This Project SERV Final Report is only available on the NJDOE Web site:* www.state.nj.us/education

A Final Report must include the following:

- Title Page, page 1;
- Status Report, page 2;
- Budget Summary, page 3; and,
- Budget Detail, page 4.

FINAL REPORT TITLE PAGE: page 1

Complete the Project SERV Project Number.

- 1 – 5. Complete all identifying information.
6. Enter the award amount from the LEA's originally approved application Title Page.
7. Enter the amount expended during the project period (9/11/2001 – 8/31/2002).
8. Subtract the amount in item 7 from the amount in item 6 and enter the difference.
9. Enter the unexpended balance amount from item 8 to be returned to NJDOE. Enclose a check for the indicated amount payable to **Treasurer, State of New Jersey**, and submit with a copy of the first page of the report to:

**Office of Budget and Accounting
Revenue and Grant Services
PO Box 500
Trenton, NJ 08625-0500**

10. Provided a brief, but specific, description of why all funds were not expended/obligated within the project period. **This must be completed if funds are indicated in item 8.**
11. Signature of Board Secretary and date.
12. Signature of Chief School Administrator and date.

FINAL REPORT STATUS REPORT: page 2

Enter the LEA name and county name. Enter the four-digit project code.

Target Population/Status of Activities: Briefly describe the target population serviced, the activities completed and the results obtained during the project period as described in the approved application or subsequently approved amendment(s). Specific reference should be made to the elements specified in the approved Service Plan.

FINAL REPORT BUDGET SUMMARY EXPENDITURES: page 3

Enter the LEA name and county name. Enter the four-digit project code.

By expenditure category, indicate the amount *expended* during the project period. Enter the subtotals and total amounts. *Round off to the nearest dollar.*

The Total Expenditures for all expenditures must equal the expended amount entered on the Title Page, page 1, item 7

The dated signature of the LEA Business Administrator is required.

FINAL REPORT BUDGET DETAIL EXPENDITURES: page 4

Enter the LEA name and county name. Enter the four-digit project code.

Provide details to match entries on the Budget Summary page. Include the expenditure categories for the activities supported by the project: the function/object codes, a description/itemization of each expenditure, and the expended amounts.

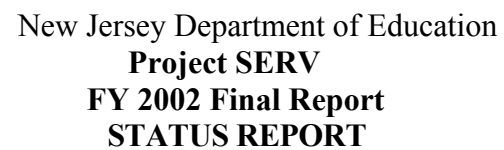
Sum all expenditures. The total expended budget for all expenditures must equal the expended amount entered on the Title Page, page 1, item 7 and the total expenditures on the Budget Summary Expenditures page 3.

The dated signature of the LEA Business Administrator is required.



New Jersey Department of Education
Project SERV
FY 2002 Final Report
TITLE PAGE

Project Code: SERV ____ - 02			Project Duration: 9/11/2001 – 8/31/2002	
1. LEA:			2. County Name:	
3. Contact Person:			3a. Phone:	3b. Fax:
			Email:	
4. Chief School Administrator:			4a. Phone:	4b. Fax:
			Email:	
5. Address:				
6. Approved Amount	7. Expended Amount	8. Unexpended Balance	9. Amount to be Refunded to NJDOE	
10. Reason Funds Were Not Expended During the Project Period. <i>(Attach additional sheets, if needed.)</i>				
11. Board Secretary (Signature):				Date:
12. Approved by Chief School Administrator (Signature):				Date:
OGMD	Approved	Denied	Signature:	Date:
COPY DISTRIBUTION:				
		Chief School Administrator	County Superintendent	



Project Code: SERV - _____ - 02

(Use additional sheets, if needed.)



New Jersey Department of Education
Project SERV
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BUDGET SUMMARY EXPENDITURES

LEA: _____ County: _____ Project Code: SERV- _ _ _ _-02

EXPENDITURE CATEGORY	FUNCTION & OBJECT CODES	Project SERV
INSTRUCTION		
Personal Services - Salaries	100-100	
Purchased Prof. & Tech. Services	100-300	
Other Purchased Services	100-500	
General Supplies	100-600	
Other Objects	100-800	
SUBTOTAL INSTRUCTION		
SUPPORT SERVICES		
Personal Services - Salaries	200-100	
Personal Services-Employee Benefits	200-200	
Purchased Prof. & Tech Services	200-300	
<i>Purchased Prof -Ed. Serv.</i>	200-320	
Purchased Property Serv.	200-400	
Other Purchased Services	200-500	
<i>Travel</i>	200-580	
Supplies and Materials	200-600	
Other Objects	200-800	
<i>Indirect Costs</i>	200-860	
SUBTOTAL-SUPPORT SERVICES		
Fac. Acq. & Construction Serv. – Buildings	400-720	
Instructional Equipment	400-731	
Noninstructional Equipment	400-732	
SUBTOTAL-FACILITIES ACQ. & CONSTRUCTION SERVICES		
Schoolwide Programs: Abbott	520-930	
Schoolwide Programs: Non-Abbott	520-932	
TOTAL EXPENDITURES		

LEA Business Administrator Name

LEA Business Administrator Signature

Date



New Jersey Department of Education
Project SERV
FY 2002 Final Report
BUDGET DETAIL EXPENDITURES

LEA: _____

County: _____

Project Code SERV ____ -02

EXPENDITURE CATEGORIES		Project SERV
Function/ Object Codes	Description/Itemization	Expended Budget
TOTAL:		

LEA Business Administrator Signature: _____ Date: _____

(Use additional sheets, if needed.)